



# FIRST THINGS FIRST

*The right system for bright futures*

Arizona Early Childhood Development & Health Board  
San Carlos Apache Regional Partnership Council

Regular Meeting Minutes November 24, 2008

Location: Assembly of God Church Hall, HWY 70, Bylas, AZ 85530

---

## Council Members in Attendance

Catherine Steele, Chair  
David Reede, Vice-Chair  
Fred Ferreira  
Sylvia Gomez (by phone)  
Sara Kotler (by phone)  
Robert Olivar, Sr.  
Vernon Poncho

## Council Members Absent:

Janell McIntosh

## First Things First Staff

Beverly Russell, San Carlos Apache Regional Coordinator  
Mary Courvoisier, Administrative Assistant

## Call to Order

Meeting called to order by Madame Chair Catherine Steele at 1:07 p.m.

Madame Chair Steele gave a brief welcome to everyone and conducted a roll call of all Regional Partnership Council members.

Regional Partnership Council members acknowledging presence:

Fred Ferreira  
Sylvia Gomez (by Phone)

David Reed, Vice-Chair  
Catherine Steele, Chair  
Sara Kotler (by phone)  
Robert Olivar Sr.  
Vernon Poncho

In the interest of time, Madam Chair Steele recommended that the Council rearrange the agenda to address item number five, titled the Reconsideration of the San Carlos Apache Regional Funding Plan, as the first order of business for this meeting.

Member Ferreira motioned to move agenda item number five (5) Reconsideration of the San Carlos Apache Regional Funding Plan to agenda item number two (2). The motion was seconded by Member Reede. Motion carried with no objections.

#### Reconsideration of the San Carlos Apache Regional Funding Plan

Ms. Russell reviewed for the Council members the action that has been taken regarding the Regional Funding Plan. She announced that at the Regular October 30, 2008 Meeting of the San Carlos Apache Regional Partnership Council, the Council had reviewed and voted on the Regional Partnership Funding Plan. However, it came to the attention of the Coordinator that one of the Council members may have had a conflict of interest with the strategies on the Funding Plan. As a result, the Council will need to revote on the entire Funding Plan. Ms. Russell reminded the Council that if they are in any way related, and/or affiliated with an entity that may apply for funds under the Regional Funding Plan it would be in their best interest to declare a conflict and recuse themselves from the revote.

Ms. Russell asked if there were any questions from the Council. A question was raised by Member Ferreira. He asked if he would have to recuse himself from this vote if programs that fall under his supervision, such as the Tribal Head Start and Apache Kid Care, intend to apply for First Things First regional funding? Ms. Russell recommended that he should recuse himself because the situation he described presents a conflict of interest.

Madame Chair Steele stated that she too may have a conflict of interest due to her membership on the San Carlos Apache Education Committee, which serves as an authorizing board to all tribal education programs. She stated that some of these programs may consider applying for regional First Things First dollars. Member Reede also stated this would apply to him as well, he would have to recuse himself based on his position and involvement with all tribal programs. Member Kotler stated she would also have to recuse herself as well based on her affiliation with a potential funding applicant.

Madame Chair Steele reminded the Council that Member McIntosh, although not present, had already declared a conflict with this topic and her intention to recuse herself from this revote via an email to the coordinator.

Ms. Russell went on to explain what happens in the event that several members of the Council have a conflict with a particular action item. She explained that if a quorum of the Council (six members) recuses themselves from a vote then the Rule of Impossibility would apply which allows everyone to vote provided that the

Council members declare their conflict for the official record. Knowledge of Conflict of Interest and recusal is needed for the record.

Ms. Russell once again stated to the Council a quorum of the Council would have to declare a conflict of interest for the Rule of Impossibility to apply to the situation at hand. She pointed out that there were only five Council members at the present time that had officially declared a possible conflict:

Member Ferreira requested clarification that a total of six members of the Council would need to declare a conflict of interest to invoke the Rule of Impossibility.

Ms. Courvoisier, Administrative Assistant was directed by Ms. Russell to contact Jennifer Johnson, Regional Program Administrator to confirm the conflict of interest and recusal policy.

Member Olivar asked the Coordinator if a decision had to be made today or could it be brought back in a month from now. Ms. Russell replied "Yes". She went on to explain that the Regional Partnership Council had already approved the plan and that this is a reconsideration to insure that all the Regional Partnership Council members had an opportunity to voice any conflicts of interest they may have in relation to the funding plan. Ms. Russell also stressed that it is important that the Regional Partnership Council finalize their action relating to the funding plan prior to a presentation of this plan to the Arizona State Board, which is scheduled for December 3. She further went on to add state that it always important to expeditiously address any conflict of interest issues that may surface for the Council.

Ms. Courvoisier rejoined the meeting and informed Ms. Russell that she was unable to reach Jennifer Johnson. In light of the pending vote, Ms. Courvoisier was directed to contact Michelle Katona or Kim Syra at the Central Office to verify the information needed.

Member Syliva Gomez announced to the Council that she too has a potential conflict of interest with this subject due to her the fact that she closely related to the director of a program that intends to apply for First Things First Regional Funding. She stated that she would also have to recuse herself from any discussion vote on this topic. Ms. Russell then went through the list of Council Members that have recused themselves to date:

1. Member Ferreira
2. Member McIntosh
3. Member Steele
4. Member Reede
5. Member Kotler
6. Member Gomez

Beverly Russell stated that there are now six members of the Council that have declared conflicts of interest with this subject matter. She went on to acknowledge that six members of the Council also constitutes a quorum of the Council and with those recusals, the Rule of Impossibility as explained to her, should apply to this situation.

Ms. Courvoisier came back to the meeting with the information she was directed to get by Ms. Russell.

Jennifer Johnson, Regional Program Administrator had informed Ms. Russell that the Attorney General's Office has language for all Councils, that if you have 8 seats that are currently occupied the Council is still mandated to follow the quorum rule. According to the Arizona Open Meeting Law, six (6) Members of the Council would have to recuse themselves for the Rule of Impossibility to apply.

Ms. Russell stated that six Members of the Regional Partnership Council that have recused themselves and the Council can move forward.

Madame Chair Steele reconfirmed the names of those who had recuse themselves:

1. Member McIntosh
2. Member Ferreira
3. Member Reede
4. Member Steele
5. Member Kotler
6. Member Gomez

With that Madame Chair Steele stated that the Council could vote under the Rule of Impossibility, which meant that all Council members would be voting to reconsider the San Carlos Apache Regional Funding plan.

Ms. Russell provided an overview of the San Carlos Apache Regional Funding Plan to the Council. Ms. Russell reminded them that minor revisions of the San Carlos Apache Regional Funding Plan would be made as necessary.

She also explained that the strategies of the plan were built around the needs that were identified by the Council. Member Olivar asked if there were dollar amounts around those needs. Ms. Russell stated that page 17 of the plan laid out estimate figures for each strategy.

Phone contact with Member Gomez was lost at 1:45p.m. Contact was reestablished with Sylvia Gomez at 1:50 p.m.

Motion to accept the San Carlos Apache Regional Funding Plan made by Member Reede; seconded by Member Ferreira. Motion carried with no objections.

Phone contact was lost with Member Kotler at 1:48 p.m. Contact restored with Member Kotler at 1:50 p.m.

#### Approval of Minutes of October 30, 2008

Madame Chair Steele asked the Regional Partnership Council to review the October 30, 2008 meeting minutes. Member Ferreira motioned to approve minutes; Member Kotler seconded. Motion carried; with no objections.

#### Call to the Public

Margret Celix with the Association for Supportive Child Care (Child Care Resource & Referral) informed the San Carlos Regional Partnership Council that the Association for Supportive Child Care was awarded the T.E.A.C.H. License. Ms. Celix announced that she would provide a copy of their public service announcement to the Coordinator for the Council members to view.

#### Review of Parent Kit

Ms. Russell under the direction of Council presented the Parent Tool Kit for viewing and went over the contents of the Kit with the Council members. There are six DVD'S for viewing, an Arizona Parent Guide, and 1-800 Help Line number magnet and 1 chubby baby book. She stated that in Maricopa County the Parent Kits are already being distributed to the birthing hospitals in that county, including the Phoenix Indian Medical Center. She further reported that in January all birthing hospitals in Arizona will be providing the Kits to new mothers. Specific to San Carlos, the Kits will be made available to the WIC programs, the San Carlos Library and all existing Tribal parent education programs.

#### Next Meeting

Monday, December 15, 2008 at 1:00 p.m. with meeting place to be announced.

#### Adjourn

Motion to adjourn by Member Ferreira; seconded by Member Reede. Motion carried with no objections. Meeting adjourned at 3:07 p.m.

SUBMITTED BY:

\_\_\_\_\_  
Beverly A. Russell, Regional Coordinator

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Catherine Steele, San Carlos Apache Regional Council Chair

\_\_\_\_\_  
Date



# FIRST THINGS FIRST

*The right system for bright futures*

Arizona Early Childhood Development & Health Board  
San Carlos Apache Regional Partnership Council

Special Meeting Minutes of December 1, 2008  
(For Ratification of Council action taken during November 24, 2008 -Regular Meeting)

Meeting Location: First Things First Regional Office located at 1600 E. Ash Street, Suite 2, Globe, AZ 85501

---

## Council Members in Attendance

Catherine Steele, Chair (by phone)  
David Reede, Vice-Chair  
Fred Ferreira (by phone)  
Sara Kotler - Pinson (by phone)  
Janell McIntosh (by phone)  
Vernon Poncho (by phone)

## Council Members Absent:

Sylvia Gomez  
Robert Olivar, Sr.

## First Things First Staff

Beverly Russell, San Carlos Apache Regional Coordinator  
Jennifer Johnson, Regional Program Administrator (by phone & web cam)  
Dr. Alicia Smith, ED.D, Senior Policy Specialist (by phone & web cam)  
Mary Courvoisier, Administrative Assistant

## Call to Order

Madame Chair Steele called the Special Ratification Meeting of the San Carlos Apache Regional Partnership Council to order at 3:06 p.m.

Member Steele conducted a roll call of the San Carlos Apache Regional Partnership Council members.

Regional Partnership Council members acknowledging presence:

Fred Ferreira (by phone)  
David Reede (Globe Regional Office)  
Catherine Steele (by phone)  
Sara Kotler - Pinson (by phone)  
Janell McIntosh (by phone)  
Vernon Poncho (by phone)

### Call to the Public

No members of the public were present.

### Ratification of the discussion and approval of the Review of San Carlos Apache Regional Partnership Council Proposed Funding Plan for July 1, 2009 through June 30, 2012 (Council Discussion and Possible Approval)

Member Steele stated that the purpose of the meeting is to ratify an action of the San Carlos Apache Regional Partnership Council that may have been taken in violation of the Open Meeting Law.

Member Steele gave an overview of the action involved.

She stated that the San Carlos Apache Regional Partnership Council held a regular meeting on November 24, 2008. The meeting contained a reconsideration vote of the San Carlos Apache Regional Funding Plan. Prior to this meeting one Council Member informed First Things First staff via email of her possible conflict of interest and her intention to recuse herself from the reconsideration vote to occur on November 24, 2008. However, at the time of the meeting, the Council Member in question was not in attendance to formally state her conflict of interest and recusal.

On November 24, during the reconsideration vote, five present Regional Partnership Council members declared possible conflicts of interest and recused themselves from the vote for the record. Given the email notification provided by the absent Council Member, it appeared to the staff and the Council that a quorum of the Council had declared a possible conflict of interest and accordingly recused themselves from the voting on this item. Therefore, the Council proceeded with a vote under the Rule of Impossibility. Although it was the intention of six members of the San Carlos Apache Regional Partnership Council to recuse themselves from the reconsideration vote, only five of the six were present to officially declare their intentions.

Member Steele asked Council members if they had any questions or additional comments.

Member Steele then stated that the Council will now act to ratify this action that occurred at a regular meeting of the San Carlos Apache Regional Partnership Council on November 24, 2008. The item listed on the November 24, 2008 agenda is the reconsideration of the San Carlos Apache Regional Funding Plan.

Member Steele asked the San Carlos Regional Partnership Council if there were any members at this time that have any conflicts with this agenda item.

Member Fred Ferreira stated that he has a possible conflict with this agenda item. He stated for the record that he is affiliated with an organization that may apply for funding under the San Carlos Apache Regional Funding Plan. As a result, he recused himself from the discussion and vote on this topic.

Member Janell McIntosh stated that she has a possible conflict with this agenda item. She stated for the record that she is the director of an organization that may apply for funding under the San Carlos Apache Regional Funding Plan. As a result, she recused herself from the discussion and vote on this topic.

Member Sara Kotler-Pinson stated that she has a possible conflict with this agenda item. She stated for the record, that she may have affiliations with organizations that may apply for funding under the San Carlos Apache Regional Funding Plan. As a result, she recused herself from any discussion and vote related to this topic.

Member David Reede stated that he has a possible conflict with this agenda item. He stated for the record, that he is affiliated with an organization that may apply for funding under the San Carlos Apache Regional Funding Plan. As a result, he recused himself from any discussion and vote on this topic.

Member Vernon Poncho announced that he has a possible conflict with this agenda item. He stated for the record that he is affiliated with an organization that may apply for funding under the San Carlos Apache Regional Funding plan. As a result, he recused himself from any discussion and vote on this topic.

Member Catherine Steele stated that she too has a possible conflict with this agenda item. She stated for the record, that she is affiliated with an organization that may apply for funding under the San Carlos Apache Regional Funding Plan. As a result, she also recused herself from this discussion and vote.

Member Steele stated, thus far, six present members, or a majority of this Council, have declared a conflict of interest with the Reconsideration of the San Carlos Apache Regional Funding Plan. As a result, I am invoking the Rule of Impossibility which states that members can act, upon making their conflicts of interest known in the official agency record.

Accordingly, I now call for the Ratification of the action taken by the San Carlos Apache Regional Partnership Council to approve the San Carlos Apache Regional Funding Plan. Is there a motion to take this action?

Vice Chair Reede motioned to ratify the review, discussion, and approval of the San Carlos Apache Regional Partnership Council Funding Plan. Member Ferreira seconded the motion. The motion carried with no objections, 6-0.

### Adjourn

Member Ferreira motioned to adjourn. The motion was seconded by Member Poncho. Motion carried with no objections. Meeting adjourned at 3:22 p.m.



SUBMITTED BY:

\_\_\_\_\_  
Beverly A. Russell, Regional Coordinator

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Catherine Steele, San Carlos Apache Regional Council Chair

\_\_\_\_\_  
Date